



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, बोरवार, १९ जून, १९९७/२९ ज्येष्ठ, १९१९

हिमाचल प्रदेश सरकार

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

NOTIFICATION

*Shimla-1, the 9th June, 1997*

**No. HHC/Rules/14-61/90.**—The Chief Justice of the High Court of Himachal Pradesh, in exercise of the powers conferred under Article 229 of the Constitution of India and all other powers enabling him in this behalf, is pleased to make the following rules regulating the appointment, conditions of service and conduct of Officers and Servants of the High Court.

## PART-I

1. *Short title, application and commencement.*—(1) These rules shall be called “THE HIGH COURT OF HIMACHAL PRADESH (RECRUITMENT, CONDITIONS OF SERVICE AND CONDUCT) RULES, 1997.”

2. (a) These rules shall come into force with immediate effect.

(b) These rules shall apply to all Officers and Court Servants appointed to various posts before, on or after the coming into force of these rules :

Provided that the appointments of Officers and Servants made before the commencement of these rules shall be deemed to have been made under these rules and shall not be adversely affected thereby.

3. In these rules, unless the context otherwise requires:—

- (a) "Chief Justice" means the Chief Justice of the High Court of Himachal Pradesh;
- (b) "Constitution" means the Constitution of India ;
- (c) "Court" means the High Court of Himachal Pradesh ;
- (d) "Competitive Examination" means the examination in such papers, other practical tests like typing, Stenography etc. and *viva voce* tests or other tests as may be prescribed by the Chief Justice from time to time for different posts ;
- (e) "Department of Finance" means the Department of Finance of the Government of Himachal Pradesh ;
- (f) "Deputation" means either the temporary loan by an outside authority of the services of one of its Officers/Servants to the Court or the temporary loan by the Court of the services of an Officer/servant of the court to any outside authority ;
- (g) "Disciplinary Authority" in relation to imposition of a penalty on an Officer/Court servant means the authority competent under these rules to impose on him that penalty ;
- (h) "Governor" means the Governor of Himachal Pradesh ;
- (i) "Officer of the Court" means an officer of the High Court and "Court Servant" means an official appointed to, or borne on the cadre of the staff of the High Court shown in the Schedule-I and Schedule-II respectively as amended from time to time ;
- (j) "Post" means a post in the High Court of Himachal Pradesh, and a post shall be deemed to be a post in Class-I, Class-II, Class-III and Class-IV, as specified in the I Schedule and II Schedule and shall be comparable to a post in the State Government as specified in Schedule I-A and II-A ;
- (k) "Promotion" means promotion to a post or class of posts based on seniority-cum-merit ;
- (l) "Recognised University" means any University incorporated by Law in India, or other University which is declared by the Chief Justice to be a recognised University for the purpose of these rules ;
- (m) "Registrar" means the Registrar of the High Court of Himachal Pradesh ;
- (n) "Selection" includes promotion to a post or class of posts by selection based on merit, with due regard to seniority ;
- (o) "Schedule" means a Schedule to these rules ;
- (p) "Scheduled Caste" and "Scheduled Tribe" shall have the meaning given to the expressions by Article 341 and 342 of the Constitution respectively ;
- (q) "Service" means regular service in the High Court, and shall include service rendered before the defunct Court of the Judicial Commissioner of Himachal Pradesh, the Himachal Bench of the Delhi High Court and the Courts subordinate to the High Court of Himachal Pradesh ; and

(r) "State Government" means the Government of Himachal Pradesh.

4. *General.*—The establishment of the High Court shall consist of the posts specified in Schedule-I and II to these rules as modified from time to time by the Chief Justice.

5. *Appointing Authority.*—All the appointments to the posts shall be made by the Chief Justice.

6. *Eligibility.*—A candidate for appointment to any post on the establishment of the High Court must be:—

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India ; or

(e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania ( formerly Tanganika and Zanzibar) Zambia, Malawi, Zaire and Ethopia, with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b),(c),(d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(ii) Not less than 18 years of age as on the first day of January of the recruitment year and not more than 35 years of age on that day. However, in the case of a candidate belonging to Scheduled Caste, Scheduled Tribe, Backward Class or who is an ex serviceman, the upper age limit shall be the same as may from time to time be prescribed by the State Government for entry into service such candidate(s) :

Provided that the lower and upper age limit may be relaxed by the Chief Justice in the case of appointment of Peons of the choice of the Chief Justice and the Judges.

Provided further that no person:—

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment as Officer or servant of the High Court. Provided that the Chief Justice may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

(iii) A candidate in whose case a certificate of eligibility is necessary may be provisionally admitted to a competitive examination and may be appointed subject to the necessary certificate being given to him by the Government.

7. *Representation to Scheduled Castes/ Scheduled Tribes/ Backward Classes and Ex servicemen.*—To secure better representation for Scheduled Castes, Scheduled Tribes and Backward Classes, the reservation of posts to be filled up by direct recruitment shall be 15% for

the Scheduled Castes, 7½ % for the Scheduled Tribes and 2 % for the Backward Classes. In case suitable candidates are not available for the above reserved posts, the Chief Justice may fill up the vacancies from the general category. For giving representation to the Ex-servicemen, preference in recruitment shall be given to them against post(s) as specified in Schedule-III. Such representation/preference shall be subject to the condition that the candidates possess, unless relaxed by the Chief Justice, the minimum qualifications as prescribed in Schedule-III.

8. *Qualifications for Appointment.*—The qualification for appointment to any post or class of posts shall be as prescribed in III Schedule.

9. *Method of Appointment.*—(a) Appointment to a post or to a class of posts may be made by the mode as prescribed in III Schedule.

(b) When the appointment is to be made by promotion on the basis of merit-cum-Seniority the selection will be made either on the basis of service record of the eligible Officer/Court servant, and/or written examination as may be prescribed by the Chief Justice:

Provided that where the Chief Justice considers it appropriate, a Committee may be constituted by him for making its recommendations for the purposes of selection.

(c) When the appointment is to be made by direct recruitment, the selection will be made on the basis of competitive examination as may be prescribed by the Chief Justice ;

Provided that the Chief Justice in his discretion may fill up an existing vacancy by transfer of incumbent of a post in the judiciary carrying corresponding scale/grade of pay.

(d) For direct recruitment, the requisition for sponsoring the candidates shall be sent to the District Employment Exchanges in the State and applications shall also be invited from the open market in the manner as prescribed in these rules.

1. *Explanation.*—Where the posts are required to be filled in partly by promotion and partly by direct recruitment, the recruitment shall be made in accordance with the roster maintained for the post(s) or class of post(s) under these rules.

In case required number of suitable candidates is not available to fill up all posts in each category, the shortfall shall be made good in the manner as may be prescribed by the Chief Justice

2. *Explanation.*—The notice inviting applications for direct recruitment shall be published as follows:—

(a) By affixation on the Notice Boards of High Court and Courts Subordinate thereto ;

(b) By sending notice to the Government Departments in the State of Himachal Pradesh ;  
and

(c) By publication in such newspapers (Dailies) one of which is in Hindi as may be directed by the Chief Justice.

10. *Probation.*—(a) Every person appointed to a post by promotion or by direct recruitment shall be on probation for a period of two years :

Provided that the period of probation, if so warranted, may be extended or reduced by the order of the Chief Justice.

(b) A person on probation shall be liable to be discharged from service without assigning any reasons :

Provided that if he holds a lien on any permanent post under the High Court or the court subordinate to the High Court, he shall be liable to be reverted to that post.

(c) A person on probation who holds a lien on any permanent post may, if he so desires during the period of probation have the option to revert to his permanent post after giving due notice.

11. *Confirmation.*—Officer/Court servant appointed on probation may be confirmed by the Chief Justice on satisfactory completion of his initial or extended period of probation subject to the availability of permanent post.

12. *Temporary appointment.*—(a) Where it is expedient to fill a vacancy in any post immediately failing which undue administrative inconvenience is likely to be caused, the Chief Justice may fill up the vacancy by appointing a suitable person on *ad hoc* basis until regular appointment.

13. *Seniority.*—(1) Persons appointed in a substantive or officiating capacity to a post or class of post(s) prior to the date on which these rules came into force, shall retain the relative seniority already assigned to them .

(2) Subject to the provisions of sub-rules (1) and (3) of this rule, permanent members of each post or class of post(s) shall rank senior to persons holding such posts in temporary or officiating capacity.

(3) Notwithstanding the provisions of sub-rule (2), the above relative seniority of the direct recruits shall be determined by the order of merit in which they are selected for appointment :

Provided that where the persons appointed on probation are confirmed subsequently in an order different from the order of merit obtaining at the time of their appointment seniority shall follow the order of confirmation and not the original order of merit.

(A) The relative seniority of persons promoted to the various post(s) or class of post(s) shall be determined by the order of their appointment to such post(s) provided that where persons promoted initially on temporary basis are confirmed subsequently in an order different from the order obtaining at the time of promotion, seniority shall follow the order of confirmation and not the original order of merit.

*Explanation.*—(a) Where promotions are made on the basis of selection, the seniority of such promotees shall be in the order of merit determined by the authority.

(b) Where promotion are made on the basis of seniority subject to the rejection as unfit, the seniority of persons considered fit for promotion at the same time shall be the same as their relative seniority in the lower grade from which they are promoted, where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher post over the junior person who had superseded him.

(5) The relative seniority of direct recruits and promotees shall be determined according to the roster maintained for this purpose.

(6) In case of any dispute regarding seniority, the same shall be decided by the Chief Justice whose decision shall be final.

14. *Conditions of service.*—In respect of all such matters regarding the conditions of service of the Officer/servants of the court for which no provision or insufficient provisions has been made in these rules, the rules and orders for the time being in force and applicable to officers/servants holding corresponding/comparable posts in the Government of Himachal Pradesh shall, until provision is made by the Chief Justice in that behalf, regulate the conditions of service of officers of the Court and Court servants subject to such modifications, variations or exceptions, if any, in the said rules and orders as the Chief Justice may, from time to time specify :

Provided that the powers exercisable under the rules and orders of the Government of Himachal Pradesh by the Governor or by any authority subordinate to Governor shall be exercisable by the Chief Justice or by such person as he may, by general or special order, direct :

Provided further that no order, containing modifications, variations or exceptions in the rules relating to salaries, allowances, leave or pension shall be made by the Chief Justice without the approval of the Governor.

The comparability of the posts specified in Schedule I-A and II-A may be modified by the Chief Justice as and when so warranted.

15. *Inter-se Transfer.*—The Chief Justice in his discretion may order inter-se transfers of incumbents of posts, carrying corresponding scales and grades of pay in public interest.

16. *Control and Discipline.*—The Officers and court servants shall be governed by the rules contained in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and other rules and provisions of law applicable to Government servants (in respect of suspension, discipline and punishment;

Provided that the authorities mentioned in the said rules and any other provision of law shall be the Chief Justice or a Judge appointed by the Chief Justice or the Registrar or any other Officer, if empowered by the Chief Justice in that behalf :

Provided further that the Registrar, Registrar (Vigilance), District & Sessions Judge (Rules), Additional Registrar, Dy. Registrar, Special Private Secretary and Marriage Counsellor, if belonging to the Himachal Pradesh Higher Judicial Service or Himachal Pradesh Judicial Service, as the case may be, shall be, governed by the rules applicable to the said services.

17. *Appeal.*—(a) (i) No appeal shall lie from any order passed by the Chief Justice or any Judge of the Court under these Rules.

(ii) An appeal from the order of the Registrar or any other officer of the court shall lie to the Chief Justice who may decide the appeal himself or may refer the same for disposal by a Judge to be nominated by him.

(b) The period of limitation for filing an appeal against the order of the Registrar or any other officers shall be 30 days from the date on which the impugned order is served upon the employee, provided that for reasons to be recorded in writing, the period may be extended by the Chief Justice.

(c) A person filing a appeal under these rules shall do so by a petition which shall be presented personally to the Registrar.

(d) If upon examining the petition of appeal the appellate authority feels that there is no ground for interference it may dismiss the appeal summarily or in such cases, as it may deem fit, after hearing the appellant and/or any other person concerned with the matter on merit. However, no legal practitioner will be permitted to appear in these proceedings.

18. Any court servant feeling aggrieved by the order of stopping his proficiency increment or the adverse entries made in the Annual Confidential Report, may make a representation to the Chief Justice within sixty days from the date of receipt of order stopping his proficiency increment or communication conveying him the adverse remarks as the case may be. There shall be only one representation and the decision thereon shall be final.

#### PART—IV

19. *Conduct.*—(1) Every court officer/servant shall at all times,—

- (a) maintain absolute integrity ;
- (b) maintain devotion to duty ; and
- (c) do nothing which is unbecoming of a court officer/court servant ;

(2) The rules and orders for the time being in force and applicable to the officers and servants holding corresponding and comparable posts in the Government of Himachal Pradesh in regard to conduct shall apply *mutatis mutandis* to the court officers and servants.

#### PART-V

20. *Interpretation.*—The decision of the Chief Justice relating to any question of interpretation of these rules shall be final.

21. *Removal of difficulties.*—If any difficulty arises in giving effect to any of the provisions of these rules, the Chief Justice may by order in writing do what appears to him to be necessary for the purpose of removing the difficulty.

22. *Residuary Powers.*—Nothing in these rules shall be deemed to affect the powers of the Chief Justice to make such orders from time to time as he may deem fit in regard to all matters incidental or ancillary to these rules not specifically provided for herein or in regard to matters as have not been provided for or not sufficiently provided for removal of any difficulty which may arise in giving effect to any of the provisions of these rules.

23. *Relaxation.*—Where the Chief Justice is satisfied that the operation of any provision of these rules causes undue hardship in any particular case, he may by order dispense with or relax the requirement(s) of the concerned rule to such extent and subject to such condition(s) as he may consider necessary for dealing with the case in a just and equitable manner with due regard to the provisions of these rules relating to qualification and seniority.

24. *Repeal and Saving.*—The High Court of Himachal Pradesh (Recruitment, conditions of service and conduct) Rules, 1992 are hereby repealed :

Provided that any reference in any order to the provisions of the repealed rules shall, unless different intention appears from the context, be construed as a reference to the corresponding provisions of these rules :

Provided further that repeal of the 1992 Rules shall not except as expressly provided in these rules:—

- (a) revive anything not in force or existing at the time at which the repeal takes effect ; or

- (b) affect the previous operation of any order or decision given under the Rules so repealed or anything duly done or suffered thereunder ; or
- (c) affect any right privilege, obligation or liability acquired, accrued or incurred under the repealed Rules ; or
- (d) affect any penalty, or punishment incurred or inflicted under the repealed rules ; or
- (e) affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty or punishments as aforesaid under the repealed rules.

By order of the Hon'ble the Chief Justice.

M. R. VERMA,  
Registrar.

### SCHEDULE-I

Sl. No.	Name of post	Classification	Scale of pay	Number of posts	
				Permanent	Temporary
1	2	3	4	5	6
1.	Registrar	Gazetted Class-I	Time scale/ Selection grade in the H.P. Higher Judicial Service plus Rs. 500/- Special pay.	1	—
2.	Registrar (Vigilance)	-do-	-do-	1	—
3.	District and Sessions Judge (Rules).	-do-	-do-	—	1
4.	Additional Registrar (Admn.).	-do-	Rs. 4125-125-5000- 150-5600 plus Rs. 500 Special pay. If Additional Registrar is from Higher Judicial Service then he shall draw his own scale in the H. P. Higher Judicial Service plus Special pay.	—	—
5.	Additional Registrar- cum-Secretary to the Hon'ble Chief Justice.	-do-	-do-	1	—

1	2	3	4	5	6
6.	Special Secretary to the Hon'ble Chief Justice.	Gazetted Class-I.	Rs. 3700-100-4000-125-5000 plus Rs. 500 Special Pay.	—	1
7.	Deputy Registrars.	-do-	Rs. 3700-100-4000-125-5000 plus Rs. 400/- Special pay.	3 (one post of Deputy Registrar-cum-Secretary to Hon'ble the Chief Justice kept in abeyance).	3
8.	Assistant Registrars	-do-	Rs. 3000-100-4000-125-4500 plus Rs. 400/- Special pay.	2	5
9.	Court Secretaries	-do-	Rs. 3000-100-4000-125-4500 plus Rs. 500/- Special pay.	1	1
10.	Secretaries	-do-	-do-	1	7
11.	Marriage-Counsellor	-do-	Rs. 2200-70-2550-75-3000-100-4000.	—	1
			However, if from HPJS then the time scale/selection grade in H. P. Judicial Service.		
12.	Superintendents	Gazetted Class-II	Rs. 2200-70-2550-75-3000-100-4000 plus Rs. 200/- Special pay.	4	7
13.	Superintendent-cum-Leave Reserve Reader.	-do-	The incumbent of the post will get Rs. 200/- S.P. when posted as Superintendent and while posted as Reader to Hon'ble J. he will get Rs. 300/- Special pay.	1	—
14.	Chief Librarian	-do-	Rs. 2200-70-2550-75-3000-100-4000 plus Rs. 200/- Special Pay.	1	—

1	2	3	4	5	6
15.	Readers	Gazetted Class-II	Rs.2200-70-2550-75-3000-100-4000 plus Rs.300/-Special Pay.	5 (Two posts held in abeyance).	3
16.	Private Secretaries	-do-	-do-	7 (Two posts held in abeyance).	5
SCHEDULE-IA					
17.	Deputy Superintendents.	Class-III	Rs. 2000-60-2060-70-2550- 75-3000-100-3500 plus Rs. 100/ Special Pay.	2 (Including nine up-graded posts).	11
18.	Personal Assistants.	-do-	Rs.2000 60-2060-70-2550-75 - 3000-100-3500 plus Rs. 150/- Special Pay.	1	1
19.	Judgment Writers	-do-	-do-	—	8
20.	Revisors	-do-	Rs.2000-60-2060-70-2550-75 - 3000 - 100-3500 plus Rs. 100/- Special Pay.	3	—
21.	Reader to Registrar	-do-	Rs.1800-50-2000-60-2060-70 - 2550 - 75-3000-100-3200 plus Rs.100/-Special Pay.	1	—
22.	Court Officer	-do-	-do-	1	—
23.	Auditor	-do-	Rs.1800-50-2000 60-2060-70-2550-75-3000-100-3200.	1	—
24.	Record Keeper	-do-	-do-	1	—
25.	Librarian	-do-	-do-	1	—
26.	Senior Assistants	-do-	-do-	25 (Nine posts held in abeyance).	12
27.	Translators	-do-	-do-	7	1
28.	Senior Scale Stenographers.	-do-	Rs.1800-50-2000-60-2060 - 70 - 2550-75-3000-100-3200 plus Rs.80/- Special Pay.	6 (One post held in abeyance).	7
29.	Assistant Librarian	-do-	Rs.1500-50-2000-60-2060- 70-2550 - 75-2700.	—	1
30.	Junior Scale Stenographers.	-do-	Rs.1200-40-1320-45-1500-50 - 2000 - 60-2060-70-2130 plus Rs.60/- Special Pay.	—	2

1	2	3	4	5	6
31.	Motor Mechanic	Class-III	Rs.1200-40-1320-45-1500-50-2000-60-2060-70-2130.	—	1
32.	Clerks/Proof Readers	-do-	Rs.950-35-1160-40-1320-45-1500-50-1800 with initial start of Rs.1000.	48	22
33.	Book Binder	-do-	Rs.950-35-1160-40-1320-45-1500-50-1800.	1	—
34.	Drivers	-do-	Rs.1020-35-1160-40-1320-45-1500-50-2000-60-2060-70-2130 plus Rs.300/- Special Pay.	6	12
35.	Restorers	-do-	Rs.950-35-1160-40-1320-45-1500-50-1800.	9	1
36.	Electrician	-do-	-do-	—	1
37.	Gestetner Operators	Class-IV	Rs.830-30-950-35-160-40-1320-45-1500.	2	1
38.	Daftri	-do-	Rs. 800-30-950-35-1160-40-1320-45-1455 plus Rs. 40/- Special Pay.	3	—
39.	Court Jamadar	-do-	-do-	1	—
40.	Ushers	-do-	-do-	8	—
41.	Peons	-do-	Rs.750 with start of Rs.770-30-950-35-1160-40-1320-45-1410.	36	19
42.	Frash	-do-	-do-	4	—
43.	Chowkidars	-do-	-do-	2	2
44.	Chowkidar-cum-Cook	-do-	-do-	1	—
45.	Malies	-do-	-do-	4	3
46.	Safai Karamcharies	-do-	-do-	5	6
47.	Editor ILR	Fixed Salary of Rs.1500/- P.M.		1	—
48.	Assistant Editor ILR	Fixed Salary of Rs.1000/- P.M.		—	1

Note.—1. Posts of Clerks and Proof Readers are clubbed up 40% of total posts are designated as Senior Clerks in the pay scale of Rs. 1200-40-1320-45-1500-50-2000-60-2060-70-2130 and 40% posts are designated as Junior Assistants in the pay scale of Rs. 1500-50-2000-60-2060-70-2550-75-2700.

Note.—2. The pay scales mentioned in this schedule are subject to revision of pay scales as may be notified from time to time.

## SCHEDULE-II

Statement showing the posts on the establishment of the High Court and comparable posts in the Himachal Pradesh Civil Secretariat

Sl. No.	Name of the post on the establishment of the High Court	Name of the comparable posts in the H. P. Secretariat
1	2	3
1.	Registrar	
2.	Registrar (Vigilance)	
3.	District and Sessions Judge (Rules).	
Note :—		
	(a) If in the Selection grade of H. P. Higher Judicial Service.	Commissioner.
	(b) If in the time scale of H. P. Higher Judicial Service.	Secretary to the Government.
4.	Additional Registrar/Additional Registrar-cum-Secretary to Hon'ble the Chief Justice.	Joint Secretary to the Government.
5.	Special Private Secretary to Hon'ble the Chief Justice.	Deputy Secretary.
6.	(i) Deputy Registrars.	Deputy Secretary.
	(ii) If in the selection grade of H.J.S.	Joint Secretary.
7.	Assistant Registrars	Under Secretary
8.	Court Secretaries/Secretaries	Secretary to Ministers in the rank of Under Secretary.
9.	Marriage Counsellor	Under Secretary
10.	Superintendents	Section Officer
11.	Superintendent-cum-Leave Reserve Reader/Private Secretaries/Readers	P.S. to Ministers
12.	Chief Librarian.	Chief Librarian

## SCHEDULE-II-A

13.	Deputy Superintendents	Superintendents Grade-II
14.	Auditor	Auditor
15.	Judgement Writers	P.As. to Secretaries.
16.	P.As. to Registrar/Registrar (Vigilance)	-do-
17.	Reader to Registrar/Record Keeper/Court Officer/Senior Assistants.	Senior Assistants
18.	Translators	Translators
19.	Senior Scale Stenographers	Senior Scale Stenographers
20.	Librarian	Librarian
21.	Assistant Librarian	Assistant Librarian
22.	Junior Scale Stenographer	Junior scale Stenographers.
23.	Clerks/Proof Readers	Clerks
24.	Restorers	Restorers
25.	Drivers	Drivers
26.	Motor Mechanic	Motor Mechanic
27.	Book Binder	Book Binder
28.	Electrician	Electrician
29.	Gestetner Operator	Gestetnor Operator

1	2	3
30.	Court Zamadar/ Ushers	Zamadars
31.	Daftries	Daftries
32.	Orderlies/Peons/Peon-cum-Cook	Peons
33.	Frash	Frash
34.	Malis	Malis
35.	Chowkidars	Chowkidars
36.	Safai Karamcharies	Safai Karamcharies
37.	Editor I.L.R.	Editor
38.	Assistant Editor I.L.R.	Assistat Editor.

### SCHEDULE-III

Sl. No.	Name of post	Classification	Method of recruitment, qualification for the post/grade from which promotion is to be made
1	2	3	4
1.	Registrar	Gazetted Class-I	By appointment from amongst the members of Himachal Pradesh Higher Judicial Service.
2.	Registrar (Vig.)	-do-	-do-
3.	District & Sessions Judge (Rules).	-do-	-do-
4.	Addl. Registrar (Admn.).	-do-	By selection from Deputy Registrar (s)/ Special Private Secretary to the Chief Justice with 3 years service as such.
5.	Addl. Registrar-cum-Secretary to the Chief Justice.	-do-	-do-
6.	Special Private Secretary to Hon'ble the Chief Justice.	-do-	By selection from amongst the Court Secretaries/Secretaries having minimum service of 3 years in the feeder cadre.
7.	Deputy Registrar	-do-	The posts of Deputy Registrars shall be filled in by selection from amongst the Assistant Registrars, Court Secretaries, Secretaries having at least five years service as such and from Marriage Counsellor having at least 10 years service as such in the ratio of 50 % (Assistant Registrars and Marriage Counsellor) and 50 % (Secretaries and Court Secretaries).

*Note.*—The promotions made under the repealed rules will be taken into account for the purpose of above ratio.

1	2	3	4
8.	Asstt. Registrar	Gazetted Class-I	By selection from amongst the Superintendents with minimum service of five years as such.
9.	Secretaries	-do-	By selection from amongst the graduate Private Secretaries with minimum 3 years of service as such.
10.	Court Secretaries	-do-	By selection from amongst the graduate Readers/Chief Librarian with minimum 3 years of service as such.
11.	P. No. Marriage Counsellor	-do-	(i) By direct recruitment from amongst the persons preferably a woman having Masters degree in Family Conselling / Sociology/ social science or a Law graduate from a recognised University
OR			
			(ii) By transfer from amongst the members of Himachal Pradesh Judicial Service.
12.	Superintendents	Gazetted Class-II	By promotion from amongst graduate Dy. Superintendents/Revisors, in the ratio of 4:1 failing which by promotion from amongst the graduate Senior Assistants/Translators with minimum 6 years as such in the same ratio.

*Explanation.*—(1) In case a graduate Dy. Superintendent is not available for promotion, a graduate Senior Assistant shall be considered for promotion.

(2) In case a graduate Revisor is not available for promotion a graduate Translator shall be considered for promotion.

(3) After promoting 4 Dy. Superintendents/ Senior Assistants as Superintendents from General Category, one Revisor/Translator shall be promoted as Superintendent from amongst the Revisors'/Translators' category.

*Note.*—The promotions made under the repealed rules will be taken into account for the purpose of above ratio.

1	2	3	4
13.	Private Secretaries	Gazetted Class-II	By Promotion from amongst the graduate P.As. to Registrars and graduate Judgment Writers failing which by direct recruitment from amongst the graduate candidates who possess minimum speed of 140 w.p.m. in English Stenography and minimum accurate typing speed of 45 w.p.m. and who have minimum 6 years experience of English Stenography.
14.	Reader to Judges	-do-	By promotion from amongst the graduate Revisors/graduate Dy. Superintendents in the ratio of 1:4 failing which by promotion from amongst graduate Translators/Graduate Senior Assistants with 6 years service as such in the same ratio.  <i>Explanation.</i> — (i) In case a graduate Revisor is not available for promotion, a graduate Translator shall be considered for promotion.  (ii) In case a graduate Dy. Supdt. is not available for promotion, a graduate Senior Assistant shall be considered for promotion.  (iii) After promoting 1 Revisor/translator as Reader from the Revisors/Translators' Category, 4 Dy. Superintendents/Senior Assistants shall be promoted as Reader from general category.  <i>Note.</i> —The above ratio shall apply to the promotions to be made hereafter.
15.	Chief Librarian	Gazetted Class-II	(i) By promotion of Librarian, provided that the incumbent is a graduate in any discipline with diploma in Library Science, having minimum 10 years experience as such.

OR

(ii) By direct recruitment on the basis of competitive examination from amongst the candidates having post Graduate degree in Library Science with minimum 5 years experience as Librarian with Government or Semi-Government organisation or with local authorities or in any reputed Library

1	2	3	4
			or having Bachelor degree in Library Science with minimum of 8 years experience as Librarian.
16.	Deputy Superintendents	Non-Gazetted Glass-III	By promotion from amongst the Senior Assistants with minimum 5 years service as such.
17.	Revisors		By promotion from amongst Translators with a minimum 5 years service as such.
18.	P.A. to Registrars	-do-	By selection from amongst Stenographers working in the High Court with minimum 3 years service as such, failing which by direct recruitment from amongst the graduate Stenographers with minimum 5 years service and having knowledge in English Stenography, at the speed of 120 w.p.m. and minimum accurate typing speed of 35 w.p.m. in either case.
19.	Judgment Writers	-do-	-do-
20.	Senior Assistants/ Record Keeper/ Reader to Registrar/ Court Officer/Auditor.	-do-	(a) 90% of the available vacancies by promotion from amongst Clerks/proof Readers with minimum 6 years of service as such.  (b) 10% of the available vacancies on the basis of selection by recruitment from amongst graduate Clerks of the Courts Subordinate to High Court with minimum service of 6 years as such failing which available vacancy under mode (b) shall be filled up by resorting to mode (a).
21.	Translators	-do-	(a) 90% by selection from amongst the graduate Court servants failing which by direct recruitment from amongst the graduate candidates ;  Provided that preference may be given to a candidate (a) who is conversent with Punjabi Language also.  (b) 10% by direct recruitment on the basis of competitive examination from amongst the graduate candidates who have passed Matriculation examination with Urdu as one of the subjects.

1	2	3	4
22.	Librarian	Non-Gazetted Class-III	By promotion of the Asstt. Librarian provided that the incumbent is a graduate in any discipline with a diploma in Library Science and having 6 years service as such, failing which by direct recruitment on the basis of competitive examination from amongst the candidates having diploma in Library Science with minimum 6 years experience of working in a Government/reputed Library.
23.	Stenographers	-do-	By selection from amongst the Jr. Scale Stenographers having knowledge in English Stenography at the speed of 110 w.p. m. and minimum accurate typing speed of 40 w.p.m. failing which by direct recruitment from graduate candidates having knowledge in English Stenography at the speed of 110 w.p.m. and minimum accurate typing speed of 40 w.p.m.
24.	Asstt. Librarian	-do-	By selection from amongst graduate Clerks/Readers possessing degree/diploma in Library Science failing which by direct recruitment from graduate candidates in any discipline possess diploma in Library Science with 2 years experience in a Government/Reputed Library.
25.	Jr. Scale Stenographers.	-do-	By selection from amongst the desirous graduate Steno-Typists working in the District and Subordinate Courts in the State having speed of 100/35 w.p.m. failing which by direct recruitment from the graduate candidates having speed of 100/35 w.p.m. in English Stenography.
26.	Clerks/Proof Readers	Class-III	<p>(a) 60% of the vacancies by direct recruitment from amongst candidates having passed plus 2 examination in second division or Matriculation in 1st Division, or any equivalent examination or has obtained a degree from a recognised University in any discipline.</p> <p>(b) 25% of the vacancies by selection from amongst Matriculate Restorers/Book Binders having</p>

1	2	3	4
			<p>minimum three years service as such.</p> <p>(c) 15% of the vacancies by selection from amongst Matriculate Class-IV servants of the High Court and Class-IV officials of the Courts subordinate to High Court having minimum five years service as such.</p> <p><i>Explanation No.1.—</i>The candidates appointed against categories (a), (b) and (c) above, will have to pass the typing test with an accurate typing speed of 30 w.p.m. within one year from the date of appointment :</p> <p>Provided that they shall be given maximum three chances to pass the typing test failing which they would be liable to be discharged from the service/reverted.</p> <p><i>Explanation No. 2.—</i>Any Class-IV servant of the High Court and Court official of the Courts Subordinate to the High Court who fulfils the qualifications of direct recruitment as provided above, if applies through proper channel will be eligible for recruitment as Clerk/Proof Reader under mode (a) above.</p>
27. Restorers	Class-III Non-Gazetted.		By promotion from amongst the Court servants with minimum educational qualification of First Division in Matriculation failing which by direct recruitment from amongst candidates with minimum educational qualification of matriculation with first division.
28. Drivers	-do-		By direct recruitment from amongst the middle pass or equally qualified candidates possessing a licence of driving light, medium and/or heavy vehicles with an experience of 5 years. Preference will be given to the Ex-servicemen having such experience.
29. Motor Mechanic	-do-		By direct recruitment from amongst the middle class pass or equivalently candidates possessing a diploma in Motor

1	2	3	4
			Mechanism from a recognised institute and having experience of not less than three years as Motor Mechanic.
30. Electrician	Class-III Non-Gazetted		By direct recruitment from amongst the middle class pass or equivalently qualified candidates possessing a diploma as electrician from a recognised institute and having experience of not less than three years as electrician.
31. Book Binders	-do-		By promotion from amongst the Matriculate Class-IV court servants knowing Book Binding failing which by direct recruitment of matriculate or equivalently qualified candidates knowing book binding.
32. Gestetner Operator	Class-IV		By selection from amongst Class-IV court servants with 3 years service as such failing which by direct recruitment from amongst the Matriculates.
33. Daftri	-do-		By promotion from amongst Class-IV court servants.
34. Court Jamadars	-do-		By promotion from amongst Class-IV court servants.
35. Usher	-do-		By selection from amongst Class-IV court servants.
36. Peons/Chowkidars/ Frash/Chowkidar- cum-Cook.	-do-		By direct recruitment, provided that preference shall be given to Ex-servicemen for the post of Chowkidar :  Provided further that a candidate for the post of Chowkidar-cum-Cook must have experience of at least three years working as Cook in any Government undertaking/reputed hotel.
			<i>Explanation.</i> —When a new Judge is appointed in the High Court, one peon to be attached with him will be appointed as per his choice subject to the condition that his services shall be co-terminus with the tenure of the Judge in this Court.
37. Mali	-do-		By direct recruitment from amongst the candidates having diploma in gardening

1	2	3	4
			from a recognised institution or experience of having worked as gardener for a minimum period of five years.
38.	Safai Karamcharies	Class-VI	By direct recruitment.
39.	Editor I.L.R.	-do-	As may be recommended by Council of Law Reporting.
40.	Asstt. Editor I.L.R.		-do-